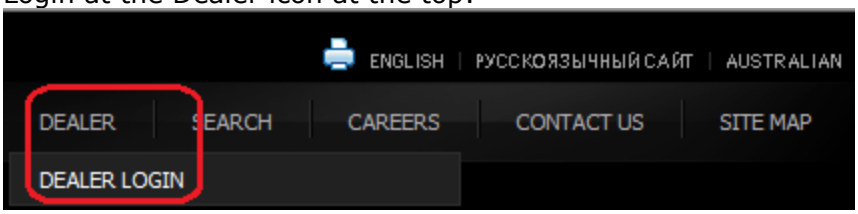
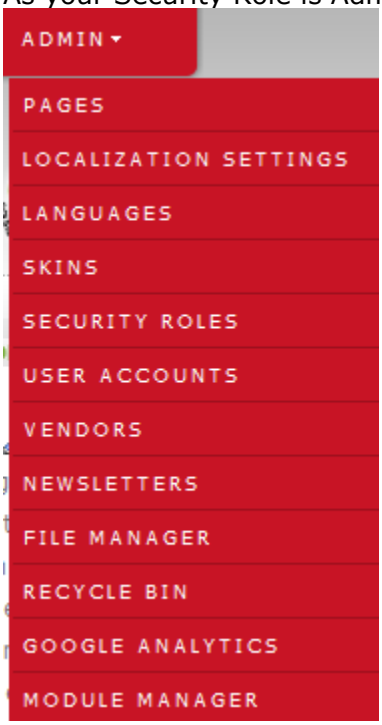
Bourgault User Manual for Administrator

This Bourgault User Manual contains the shortened information how to navigate the site, if your Security Role is Administrator (the detailed information is in BourgaultUserGuidever1.3.doc).
This role permits page full access to add, delete and edit all pages and modules. This role also gives full access to the Admin pages.

Login at the Dealer icon at the top:



As your Security Role is Administrator, after successful login you can easily manage the Admin menu



Languages

The Bourgault website supports three different "Languages"; English (North American), Russian (Eastern Europe), and Australian. Be aware of which language setting you are in when you are editing pages. Typically, the Russian pages are pretty easy to tell, but English and Australian pages may be more difficult to tell apart.

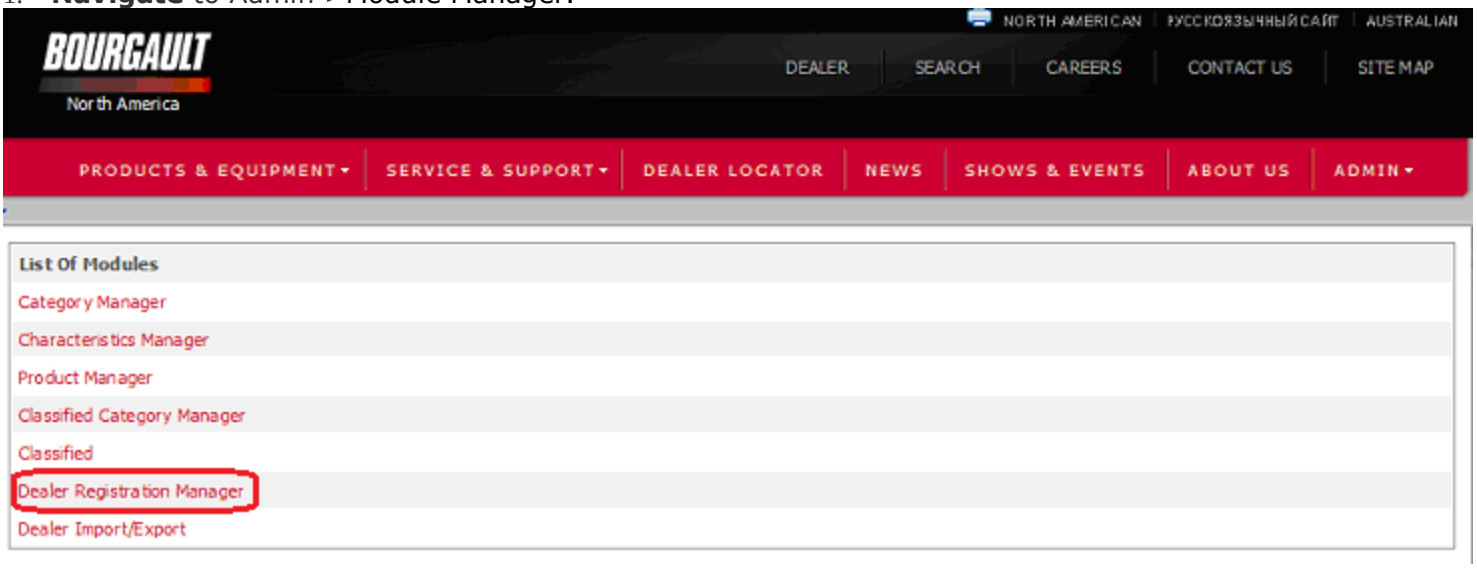
Remember

You are working over the Internet, so all the work you do on your computer is not saved until you update it to the offsite web server. Internet access can be temperamental at times, so it is a good idea to update often if you do not want to redo your work.

Dealer Registration

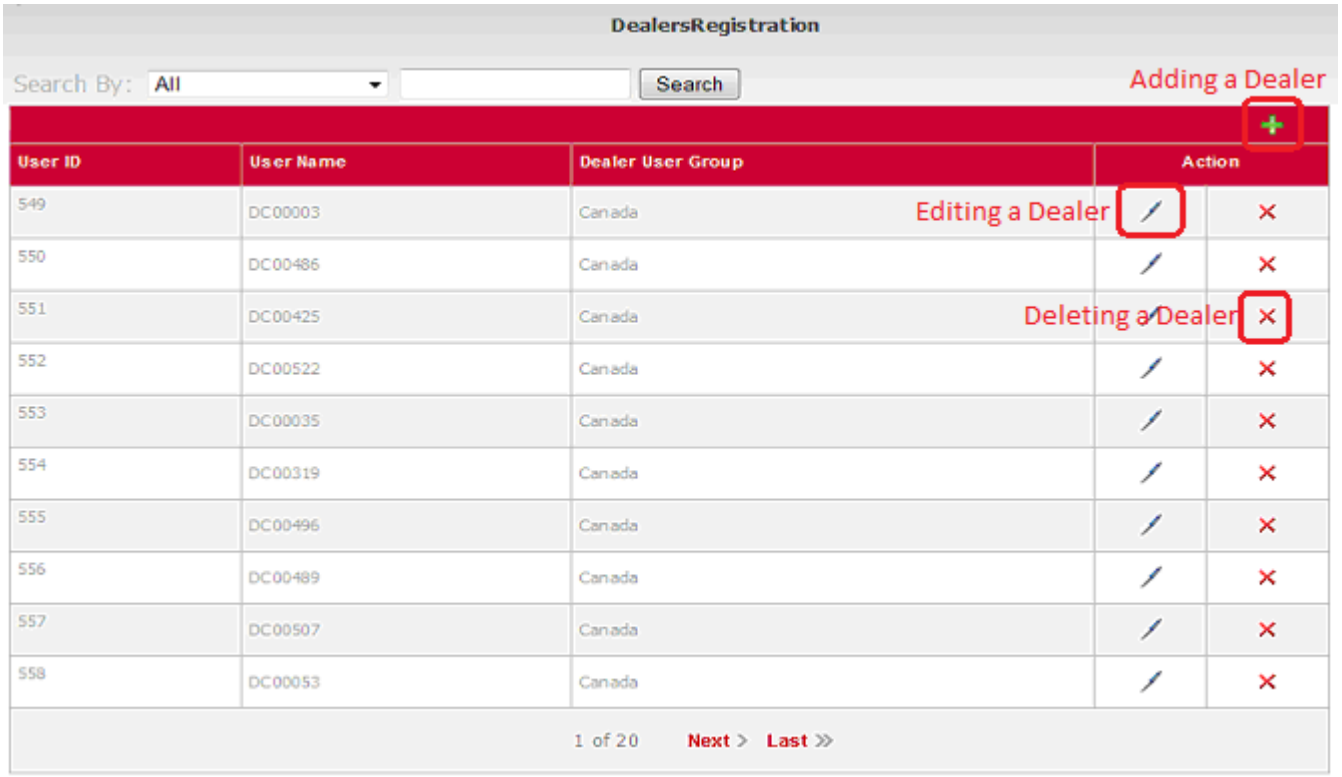
Dealer Registration Manager allows you **to manage** the dealers associated with Bourgault.

1. **Navigate** to Admin >Module Manager.



2. **Select** the Dealers Registration Manager link from the page list window.

Dealer Registration Manager displays a list of dealers present on the site. You can sort by any field from the list provided or search for a dealer with a keyword. Icons are provided to add, edit, and delete dealers from the site.



Editing a Dealer

To edit a dealer, click on edit icon present beside the dealer, which you want to modify from the Dealer Registration page. Update the fields and **Click the SUBMIT** button to save the changes done to the dealer.

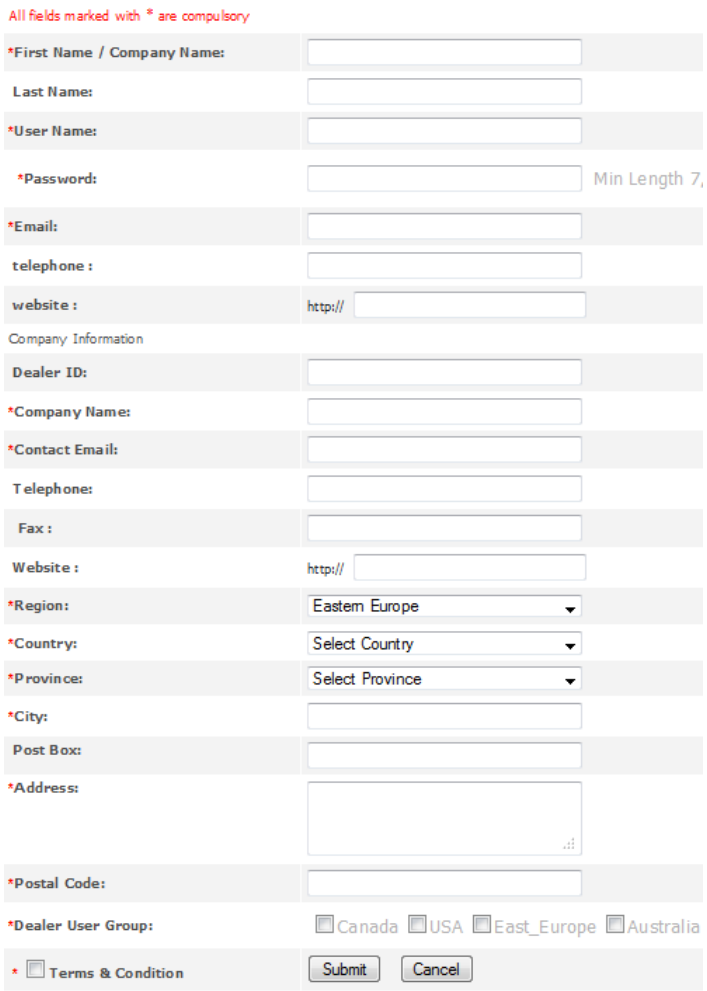
Deleting a Dealer

To delete a dealer, click on delete icon present beside the dealer, which you want to delete from the Dealer Registration page.

Adding a New Dealer

To add a new dealer Click on add icon to add a new dealer from the Dealer Registration Manager page.

1. ***First Name/Company Name** - enter the details.
2. Last Name - enter the last name.
3. ***User Name** - enter the user name, which will be used to log into the site.
4. ***Password** - type in the password.
5. ***Email -** type in the email address.
6. **Telephone** type in the phone numbers.
7. **Website** - type in the website URL.
8. ***Company Name** - type in the company name.
9. ***Contact Email** - type in the company email address.
10. **Telephone -** type in the company telephone numbers.
11. **Fax** - type in the company fax number.
12. **Website** - type in the company website URL.
13. ***Region** - select the region from the list provided.
14. ***Country** - select the country from the list provided.
15. ***Province** - select the province from the list provided.
16. ***City** - type in the city.
17. ***Address** - type in the company address.
18. ***Postal Code** - type in the company postal code.
19. ***Dealer User Group** - select the dealer user group from the list provided.
20. Select the check box to agree to **the *Terms & Conditions** as mentioned in the site.
21. **Click the Submit button** to add the new dealer.

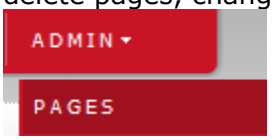


Notes:

- All the fields marked with * are compulsory
- The fields **Company Name**(#8), **Telephone**, **Fax, Region**, **Country**, **Province, City, Address, Postal Code** are using for displaying the information about Dealer on Dealer Locator Page. So carefully type in this information.
- **Contact Email –** this e-mail is using by a customer to sent a request to Dealer, it is also using in a special form on the Dealer Locator Page

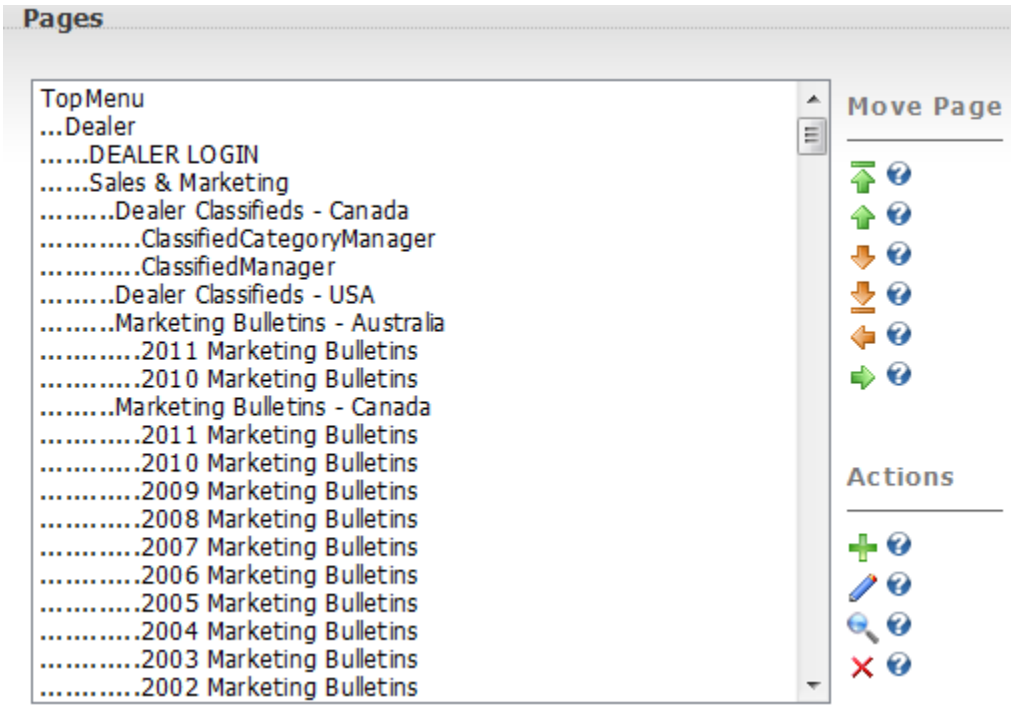
Pages

The website is made up of Pages that display information to site visitors.
Administrators can manage the Pages within the portal: to create a new page, modify an existing page, delete pages, change the page order, and change the hierarchical page level.



Following are the details of the options available under Pages

Navigate to **Admin >Pages**.
The Pages list shows you all of the pages in your website in one list, with indentation to illustrate where one page is the Parent Page of another.



Select one and move it Up or Down in the list by *clicking* on the corresponding arrow, to change the order of Menu items

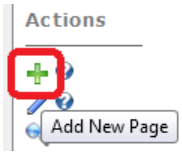
Select one and move it Right or Left in the list by *clicking* on the corresponding arrow to change the nesting of Menu items,

To move the selected page to the top of the current level select on the control menu.

To move the selected page to the bottom of the current level select on the control menu.

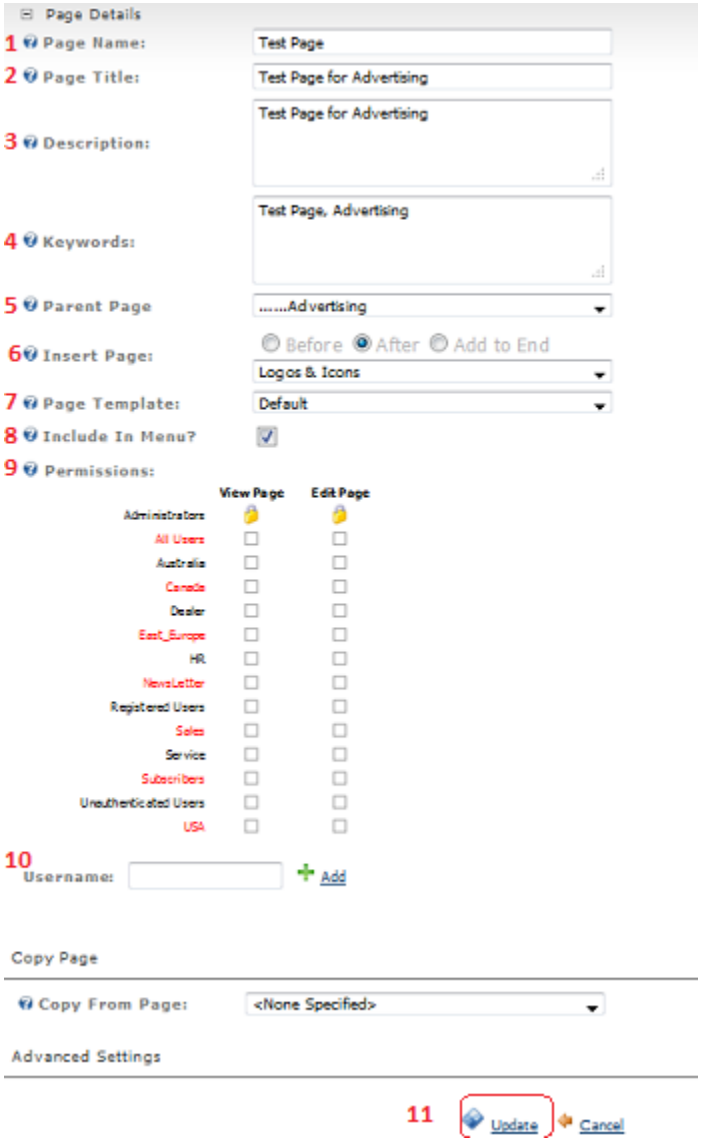
Adding a New Page

Navigate to Admin >Pages and click on the **Add New Page** link to add a new page.



The page will be created and you will need to fill in the fields.
For this instruction the Test Page under Dealer menu – Advertising category will be created.

Page Details



1. **Page Name** – type in a name for the page.
   Website visitors will see this name displayed on website's menu.

2. **Page Title** - type in a title for the page.
   Website visitors will see this name displayed in the title bar of their web browser when they visit the page.

3. **Description** - type in the description of the page, which can be used by a search engine.

4. **Keywords** - type in one or more keywords separated by comma (,).

5. **Parent Page** -select where on the menu the page should be listed.
   For this instruction the Test Page is in Advertising.

6. **Insert Page** -select the page that you would like this page to be inserted before or after, or optionally add the page to end of the current level.
   For this instruction the Test Page is located after Logos&Items.

7. **Page Template** - select "Default".

8. **Include in Menu** is the default selection, if you do not want the page to appear in your drop down menu, you must unselect the Include in Menu check box.
   For this instruction the Test Page is included in Menu.

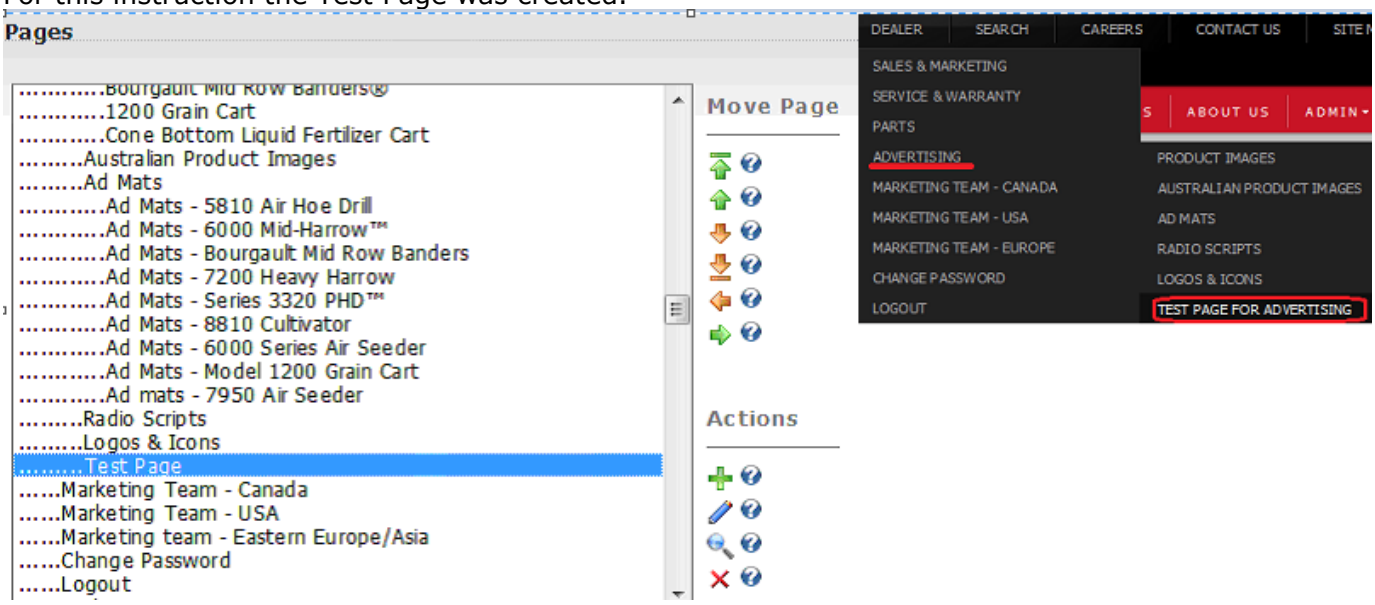
9. **Permissions** - select who can view or edit the page.
   By default, the page will only be visible to Administrators.

10. **Username** – leave it empty.

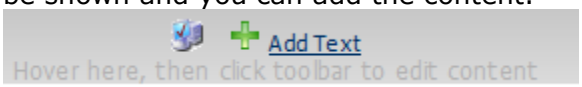
11. **Click the Update button** to add the new page.

After successful adding the new page, you can find the page in the Pages list and on the website.

For this instruction the Test Page was created.

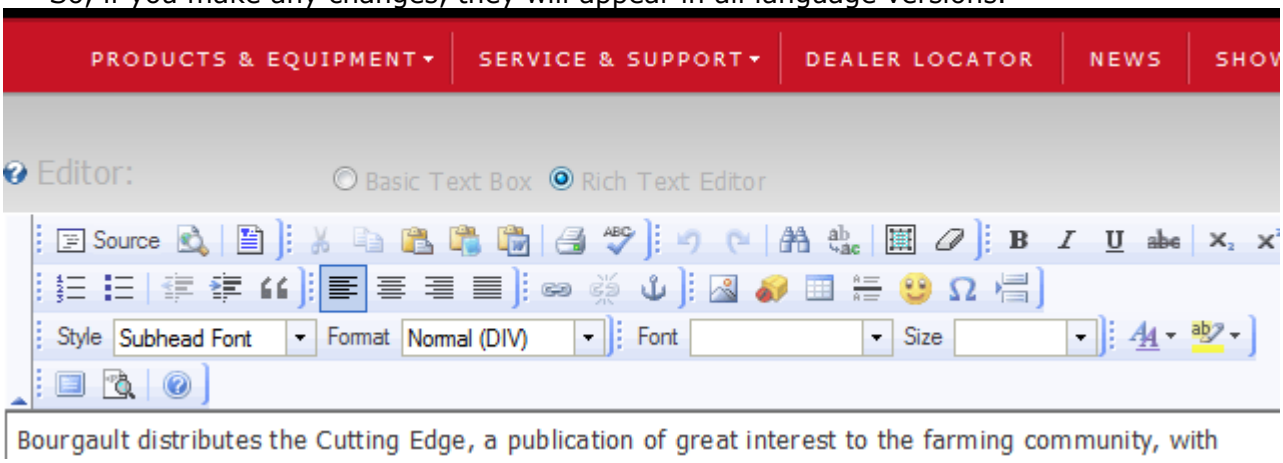


To add the content to the Page you created, you have to choose this page from menu. The empty page will be shown and you can add the content.



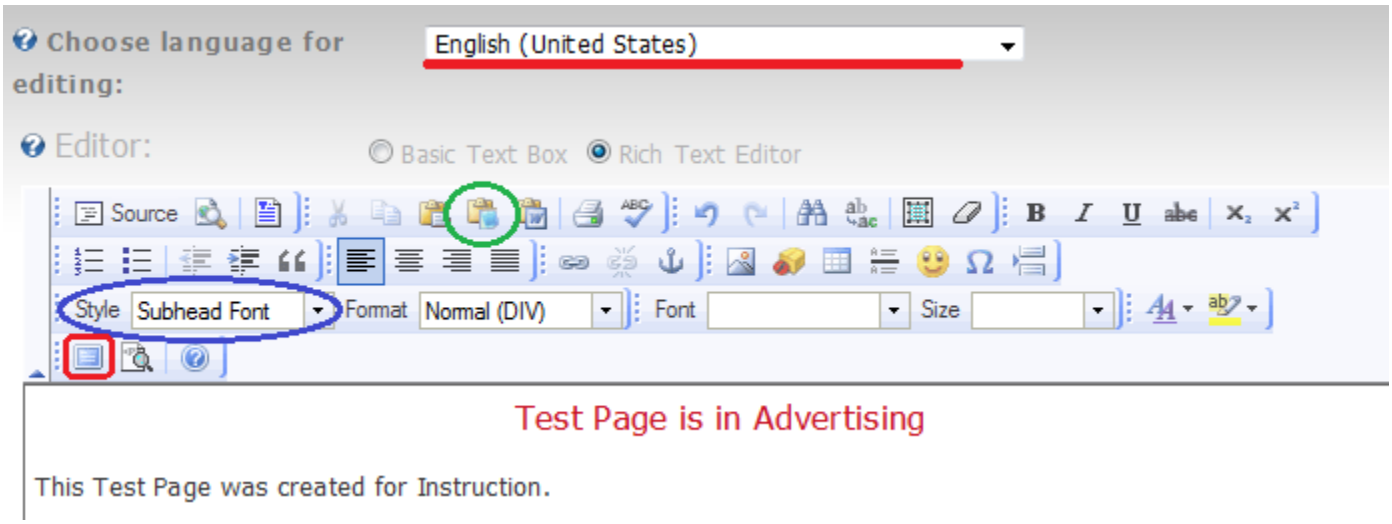
Adding the text.

- Make sure you have the language set properly (English, Russian, Australian)
  Note:
  Some pages don't have the Language Tool.
  So, if you make any changes, they will appear in all language versions.

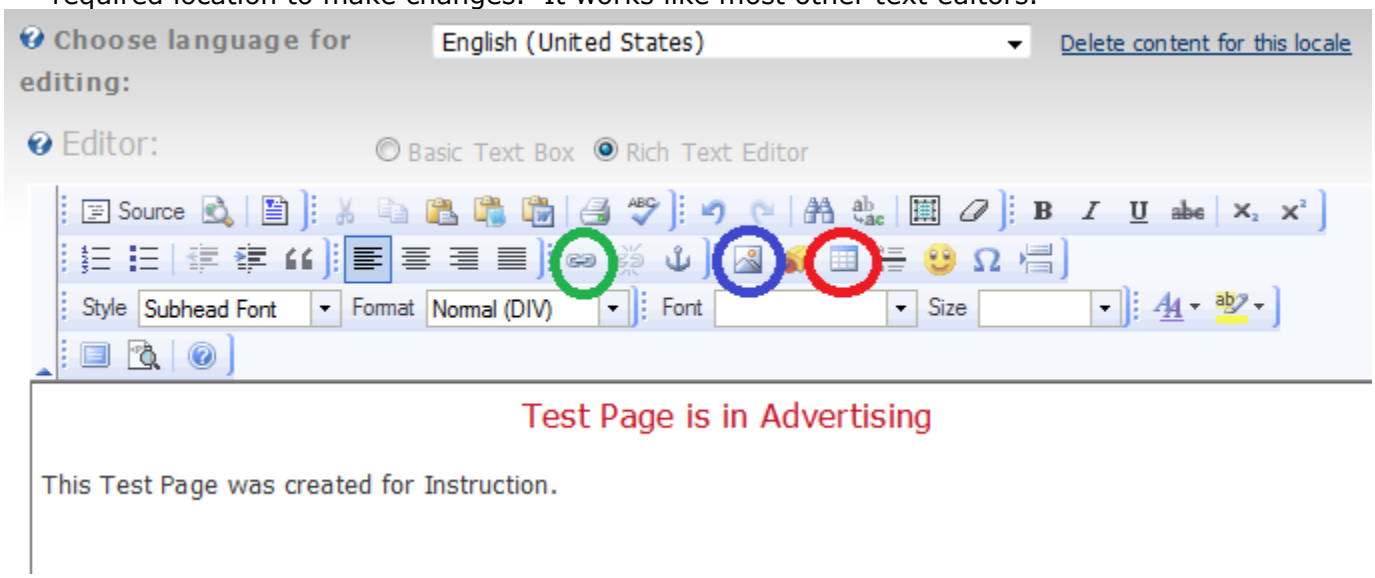


- Use the feature **Paste as Plain Text** (Green Circle) when you are copying text from one application (PDF, Word, another web page) into the editor.

- Choose the **Style** (Blue Circle) - We have three main styles for text: Header Font, Subhead Font, and General Font.
- Maximize Editor (Red Circle) - this allows you to maximize the page
-



- You can also create a link to any page of the site or a file to download like a PDF (Green Circle) or to a picture (Blue Circle – you will need to edit the size of the photo to ensure it will be web friendly before you upload it)
- You can also create a table if you need to show tabulated data (Red Circle) Place the curser in the required location to make changes. It works like most other text editors.



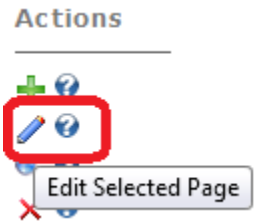
Save Work

You will have 4 options available at the bottom of the page:

- **Update & Close**: will save your work to the offsite web server, and take you out of the editor.
- **Update**: will save your work to the offsite web server
- **Cancel**: take you out of the editor without saving your work
- **Preview**: Shows a preview of your work but does not save it to the offsite web server.

Modifying a Page

Navigate to Admin >Pages and click on the **Edit Selected Page** link to edit the page.



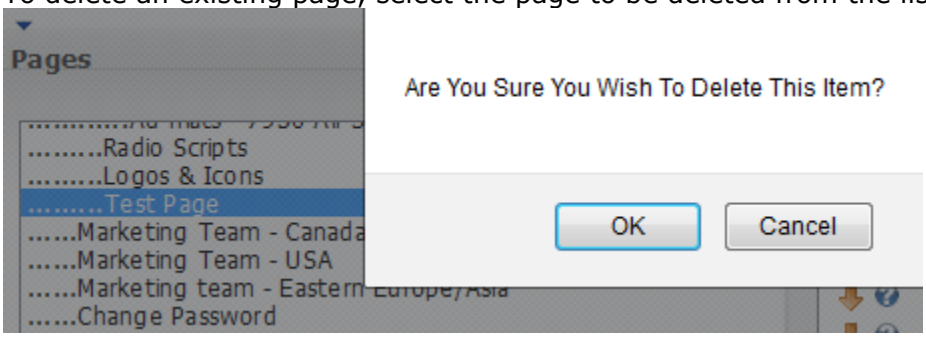
Note!
Using Admin-Pages-Edit Selected Page you can edit the basic settings of the page, not the content. To edit the content you need to open the page and choose "Edit text".

Viewing a Page

To view an existing page, select the page to be viewed from the list and click on the icon.

Deleting a Page

To delete an existing page, select the page to be deleted from the list and click on the icon.



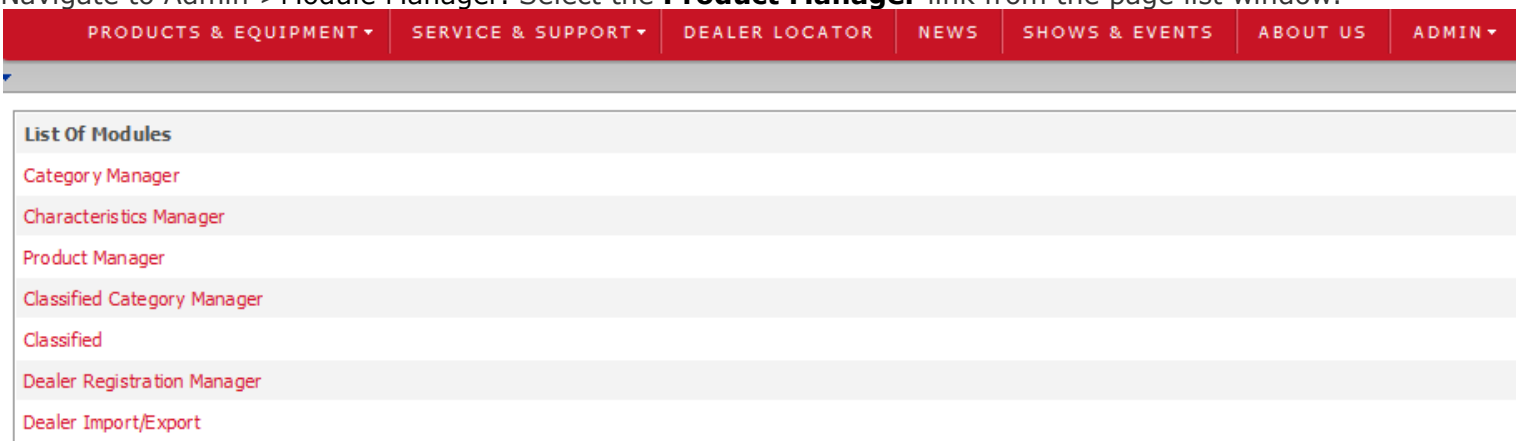
Click OK to confirm deletion of the selected page.

After the page is deleted you will be redirected to the Pages list. Deleted pages can be restored by Site Administrators using the Admin > Recycle Bin.

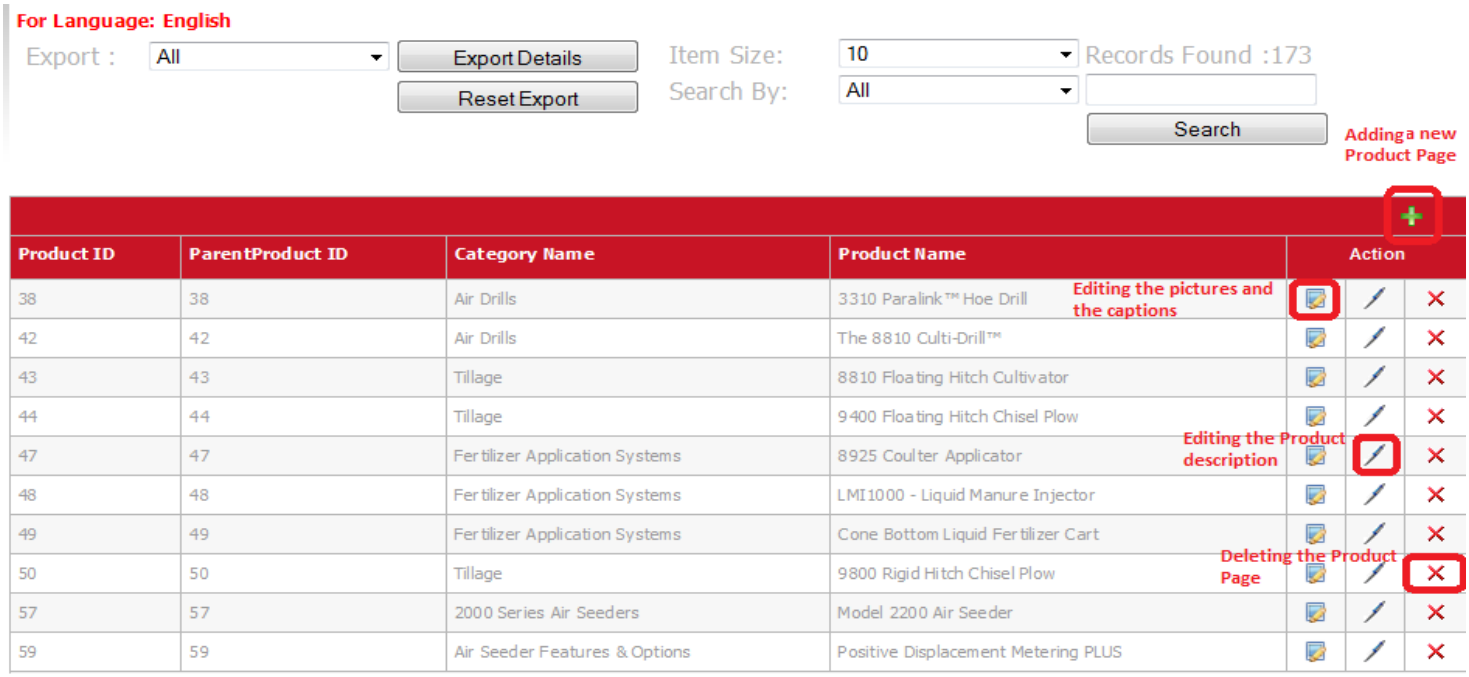
Product Manager

Product Manager is used to manage the different products available under different categories.

Navigate to Admin >Module Manager. Select the **Product Manager** link from the page list window.



Product Manager displays a list of products under different categories present on the site. You can sort by any field from the list provided or search for a product with a keyword.
Icons are provided to add, edit files, edit, and delete products.

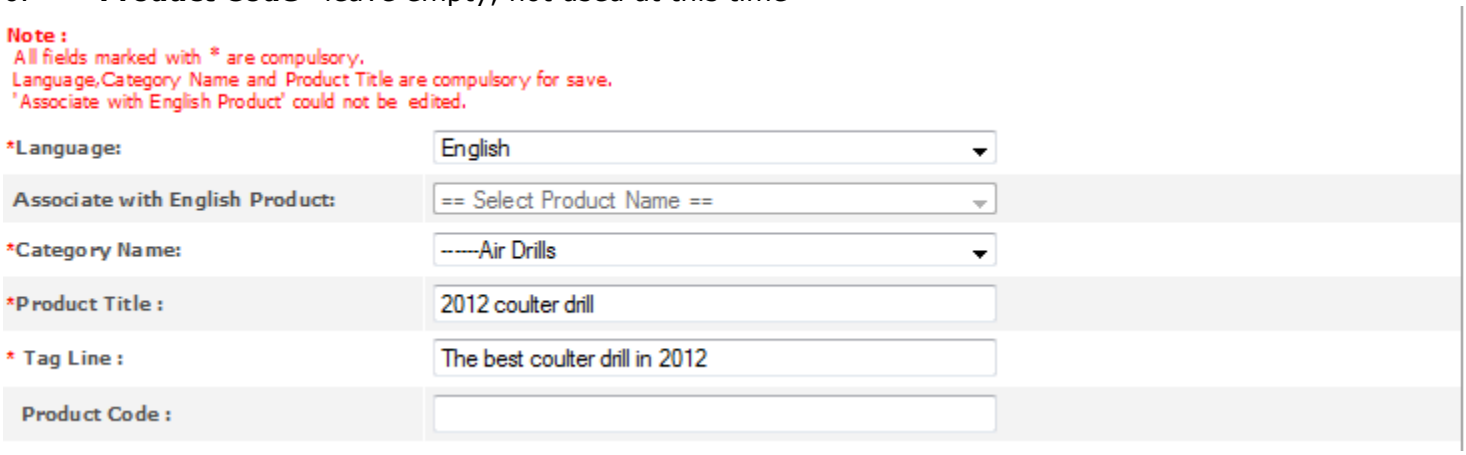

For Language: English
Export :
All
Export Details
Reset Export
Item Size:
10
Records Found :173
Search By:
All
Search
Adding a new Product Page
Product ID
ParentProduct ID
Category Name
Product Name
Action
38 38 Air Drills 3310 Paralink™ Hoe Drill
Editing the pictures and the captions
42 42 Air Drills The 8810 Culti-Drill™
43 43 Tillage 8810 Floating Hitch Cultivator
44 44 Tillage 9400 Floating Hitch Chisel Plow
47 47 Fertilizer Application Systems 8925 Coulter Applicator
Editing the Product description
48 48 Fertilizer Application Systems LMI1000 - Liquid Manure Injector
49 49 Fertilizer Application Systems Cone Bottom Liquid Fertilizer Cart
50 50 Tillage 9800 Rigid Hitch Chisel Plow
Deleting the Product Page
57 57 2000 Series Air Seeders Model 2200 Air Seeder
59 59 Air Seeder Features & Options Positive Displacement Metering PLUS

You can select the number of product pages you can see at once in the Product Manager - 10, 20, 50 … or all.
You can Export Details and receive the xls. file, which contains all the Product Pages.

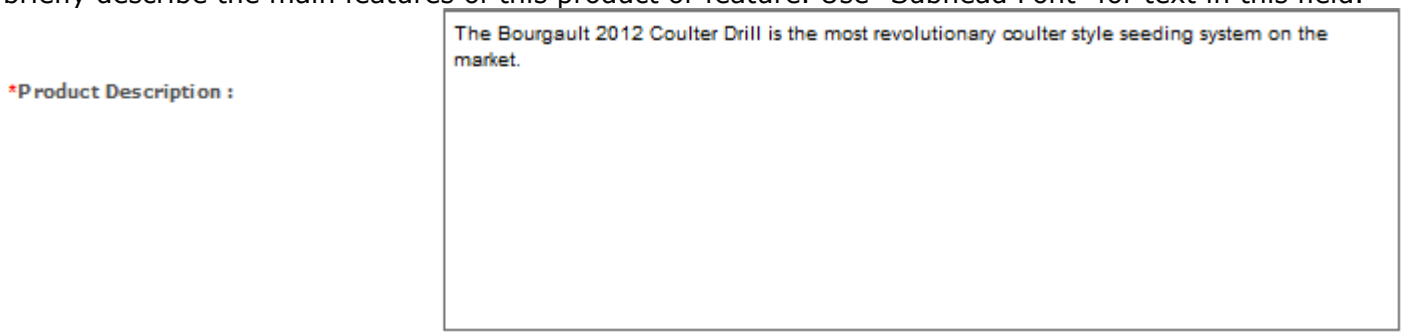
Adding a New Product

To add a new product page **click** on add icon to add a new product from the Product Manager page. For this Instruction the product pages "2012 coulter drill" will be created.

1. **Language** - select the language from the list provided.
2. The **Associate with English Product** field will be enabled only when the language selected is not English. Select the associated English product from the list provided. This links your products together from one language to another.
3. **Category Name** - select the category from the list provided.
4. **Product Title** - enter the title for the product.
5. **Tag Line** - type in the details for the tag line. Short sentence to promote product or feature – typically 5– 7 words long.
6. **Product Code** –leave empty, not used at this time

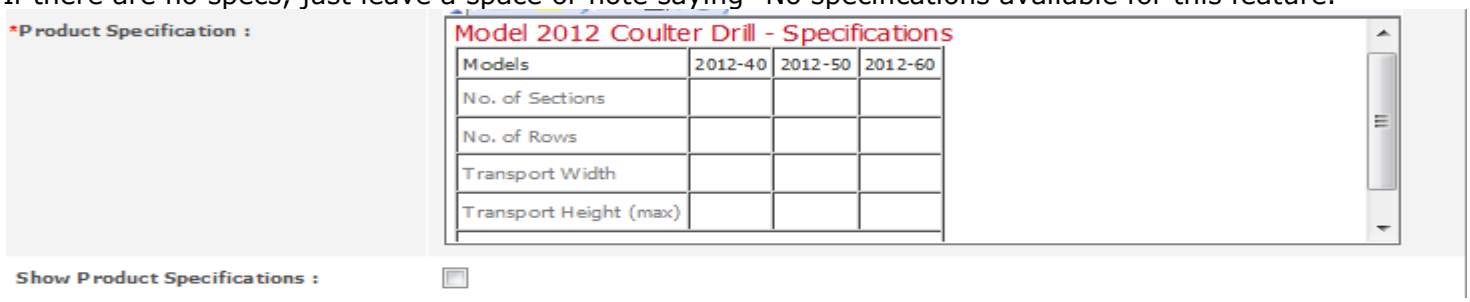

Note :
All fields marked with * are compulsory.
Language,Category Name and Product Title are compulsory for save.
'Associate with English Product' could not be edited.
*Language:
English
Associate with English Product:
== Select Product Name ==
*Category Name:
-----Air Drills
*Product Title :
2012 coulter drill
* Tag Line :
The best coulter drill in 2012
Product Code :

7. **Product Description** - enter the description for the product. Sentence or several sentences to briefly describe the main features of this product or feature. Use "Subhead Font" for text in this field.

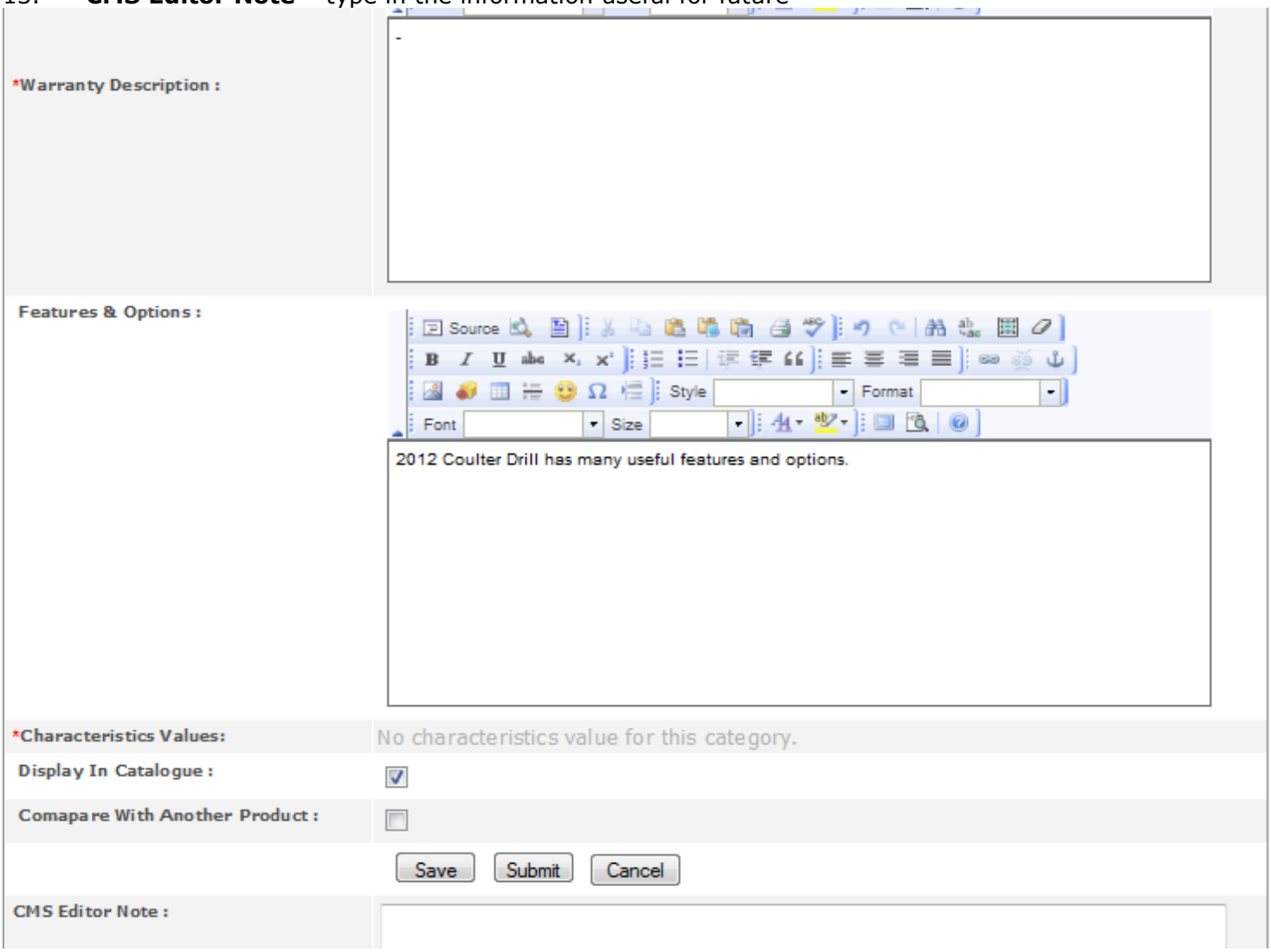

*Product Description :
The Bourgault 2012 Coulter Drill is the most revolutionary coulter style seeding system on the market.

8. **Product Specification** - enter the specification details of the product.

If you include Product Specifications, be sure to tick the "Show Product Specifications" to ensure the specs are included in the product description for the user. Use combination of "Subhead Font" and "General Font". If there are no specs, just leave a space or note saying "No specifications available for this feature."



9. **Warranty Description** – just leave space or tab, this link is to a single page now.
10. **Features & Options** - enter the features/options available for the product. More detailed information on the model or feature, typically in point form (bullets), and use "Subhead Font" for titles or headings, and "General Font" for general text.
11. **Display in Catalogue field** - select the option if you want the product to be displayed in the Catalogue. Only Display in Catalogue, if it is a main product.
12. **Compare With Another Product** – leave the field empty, the field is not in use
13. **CMS Editor Note** – type in the information useful for future



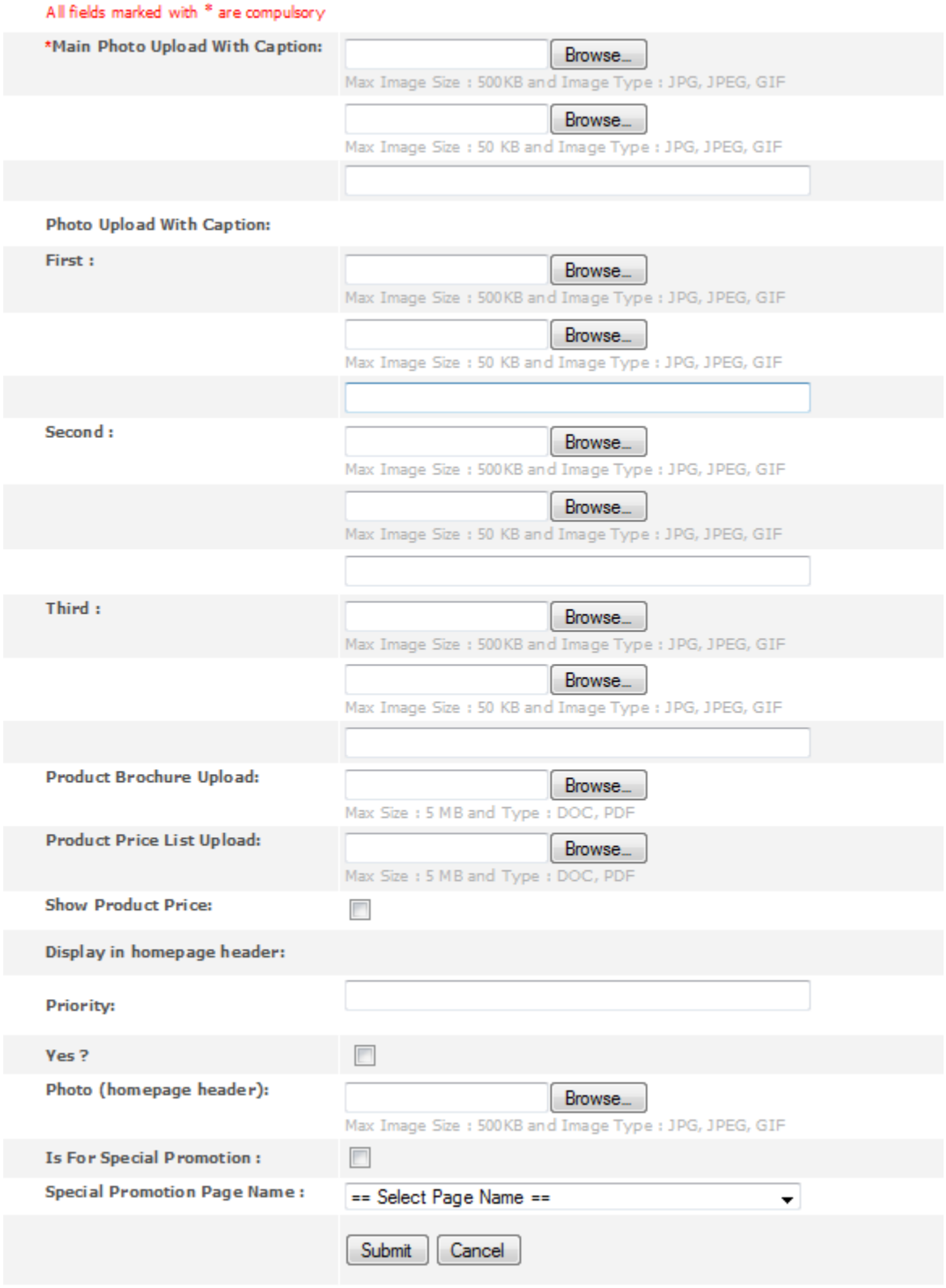
You can click on the **Save** button at any given point of time to save the new product added.
Note: The save functionality is applicable only if **language, Category Name** and **Product Title** fields are completed. If you have saved a product using the **Save** button, but not submitted the product, it will not appear to users on the website. This allows you to begin to post new products even if you do not have all of the complete information. But you must remember to click **Submit** for the product to be displayed on the site. To do this, edit the product, which has to be submitted and *click* on the **Submit** button provided.

Click the **Submit** button to add the new product. It will direct you to upload a photo for the product. Click on the **File Upload** button to upload the photo for the product.

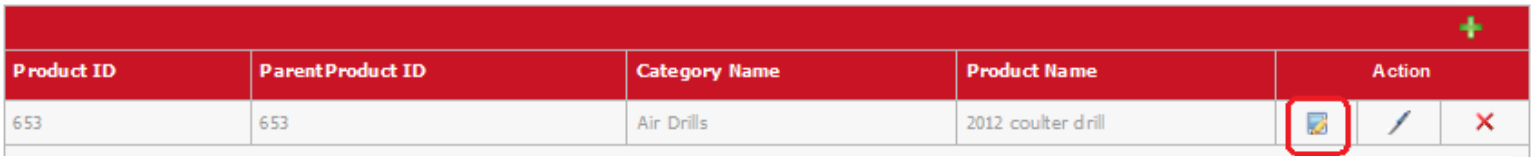
Adding Product Images, Captions

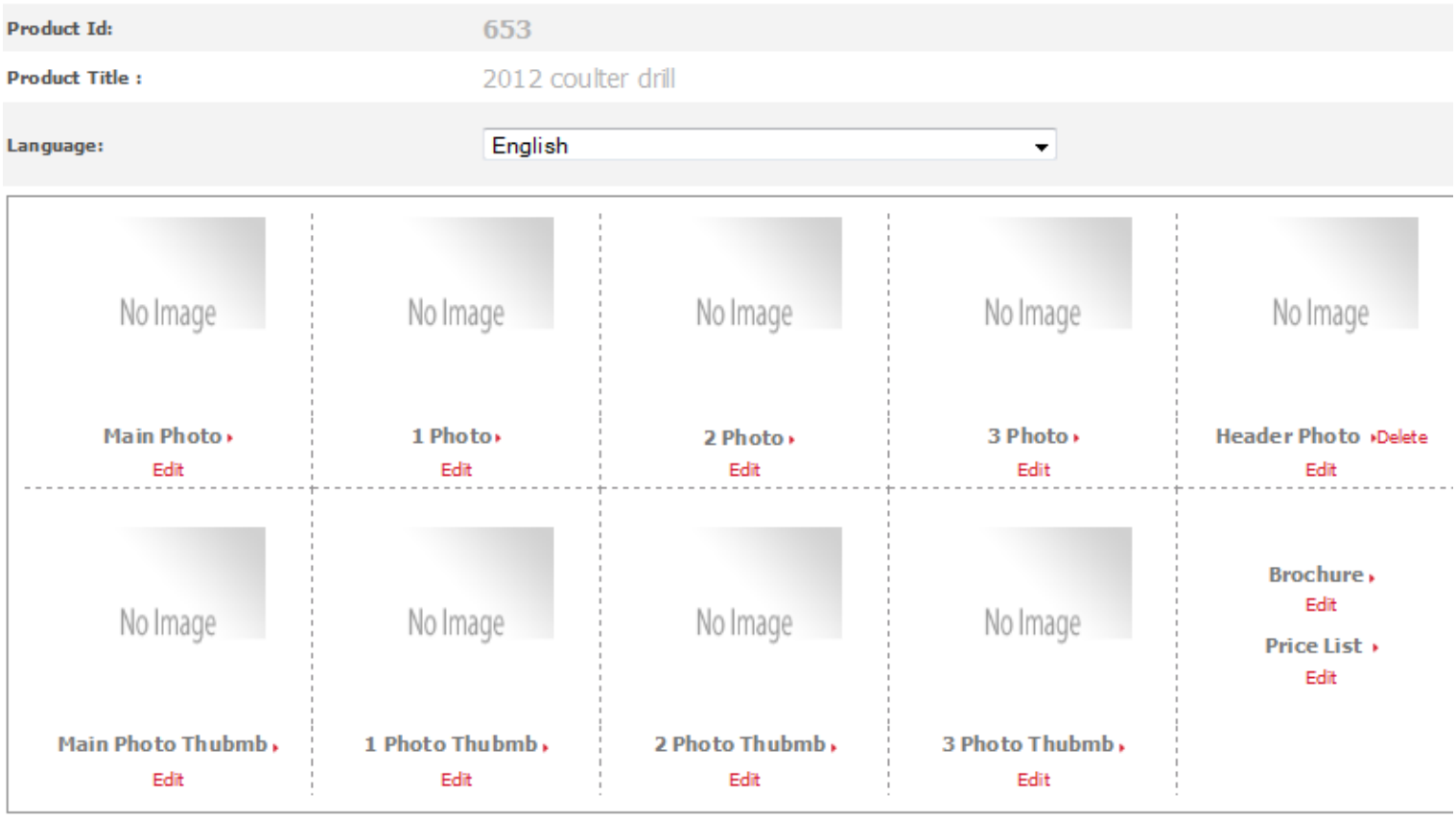
You can add the pictures and the captions in 2 ways:

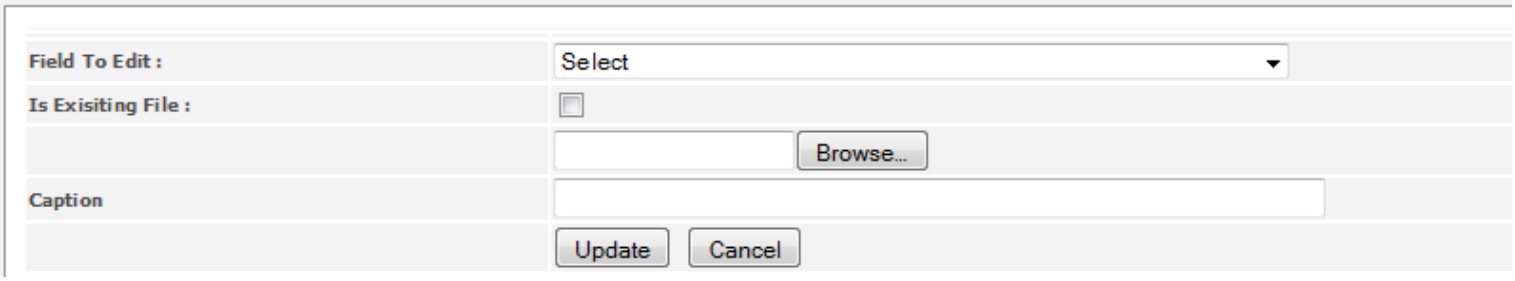
1. Click on the File Upload button (on Product Page) to upload the photo for the product.


All fields marked with * are compulsory
*Main Photo Upload With Caption:
Browse...
Max Image Size : 500KB and Image Type : JPG, JPEG, GIF
Browse...
Max Image Size : 50 KB and Image Type : JPG, JPEG, GIF
Photo Upload With Caption:
First :
Browse...
Max Image Size : 500KB and Image Type : JPG, JPEG, GIF
Browse...
Max Image Size : 50 KB and Image Type : JPG, JPEG, GIF
Second :
Browse...
Max Image Size : 500KB and Image Type : JPG, JPEG, GIF
Browse...
Max Image Size : 50 KB and Image Type : JPG, JPEG, GIF
Third :
Browse...
Max Image Size : 500KB and Image Type : JPG, JPEG, GIF
Browse...
Max Image Size : 50 KB and Image Type : JPG, JPEG, GIF
Product Brochure Upload:
Browse...
Max Size : 5 MB and Type : DOC, PDF
Product Price List Upload:
Browse...
Max Size : 5 MB and Type : DOC, PDF
Show Product Price:
Display in homepage header:
Priority:
Yes ?
Photo (homepage header):
Browse...
Max Image Size : 500KB and Image Type : JPG, JPEG, GIF
Is For Special Promotion :
Special Promotion Page Name :
== Select Page Name ==
Submit
Cancel

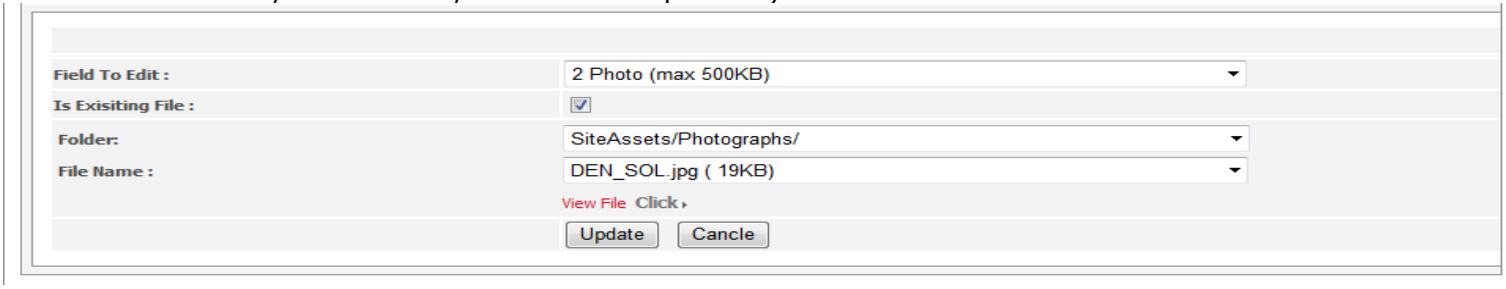
2. Click on the button (on Product Pages list) to upload the photo for the product.

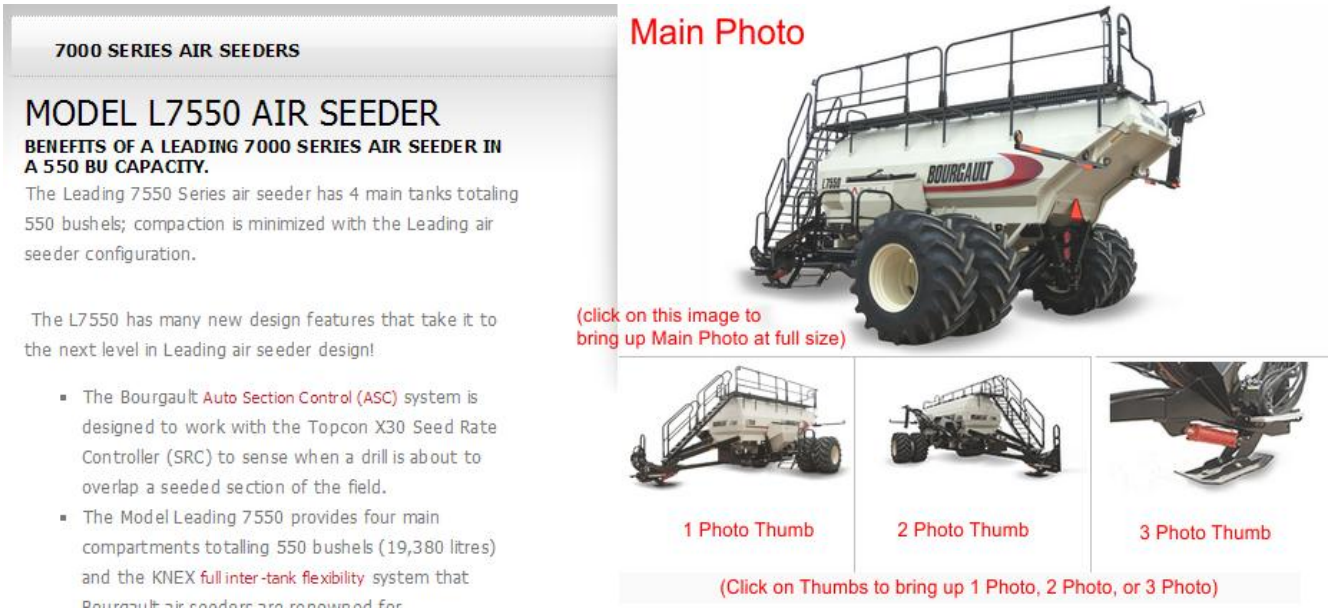


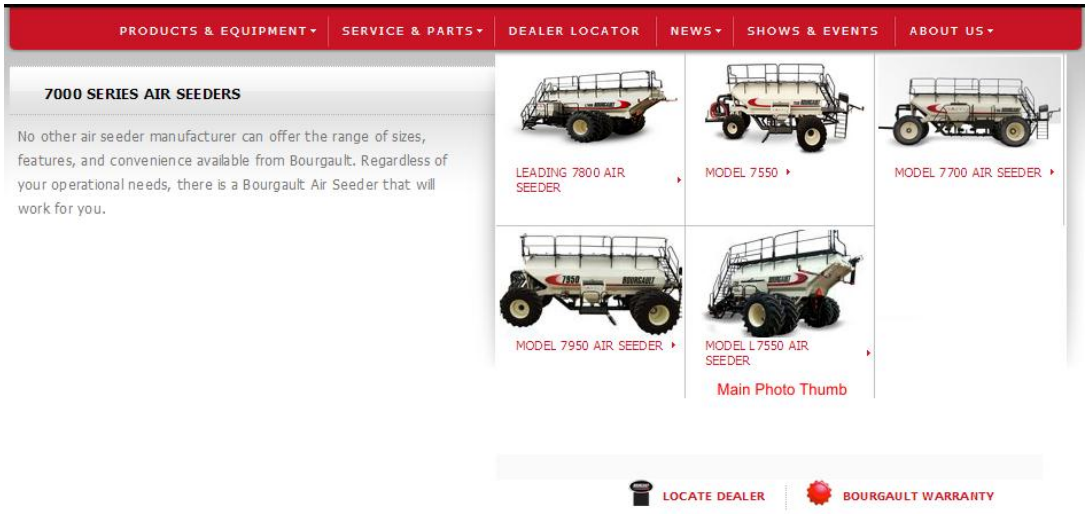




You can upload a new file or select an existing file from the server (to preview a file from the server, you will select the folder, then the file, then 'Click' to preview).




7000 SERIES AIR SEEDERS
MODEL L7550 AIR SEEDER
BENEFITS OF A LEADING 7000 SERIES AIR SEEDER IN A 550 BU CAPACITY.
The Leading 7550 Series air seeder has 4 main tanks totaling 550 bushels; compaction is minimized with the Leading air seeder configuration.
The L7550 has many new design features that take it to the next level in Leading air seeder design!
The Bourgault Auto Section Control (ASC) system is designed to work with the Topcon X30 Seed Rate Controller (SRC) to sense when a drill is about to overlap a seeded section of the field.
The Model Leading 7550 provides four main compartments totalling 550 bushels (19,380 litres) and the KNEX full inter-tank flexibility system that
Main Photo
(click on this image to bring up Main Photo at full size)
1 Photo Thumb
2 Photo Thumb
3 Photo Thumb
(Click on Thumbs to bring up 1 Photo, 2 Photo, or 3 Photo)


PRODUCTS & EQUIPMENT
SERVICE & PARTS
DEALER LOCATOR
NEWS
SHOWS & EVENTS
ABOUT US
7000 SERIES AIR SEEDERS
No other air seeder manufacturer can offer the range of sizes, features, and convenience available from Bourgault. Regardless of your operational needs, there is a Bourgault Air Seeder that will work for you.
LEADING 7800 AIR SEEDER
MODEL 7550
MODEL 7700 AIR SEEDER
MODEL 7950 AIR SEEDER
MODEL L7550 AIR SEEDER
Main Photo Thumb
LOCATE DEALER
BOURGAULT WARRANTY

Main Photo (Main Image 500kb) ..... 900 x 450px (2 x display on page)
On the product page, this image will be displayed at 495x250px. Clicking on this image will bring up the full size (no separate thumbnail file is used). To avoid distorting the thumbnail image, this file should always be set at an aspect ratio of 2 (2x width to height).

Main Photo Thumbnail (Main Image 50 kb).....160 x 100 px
(Note: Main Photo Thumbnail is the thumbnail shown on the Product index page, not product page)

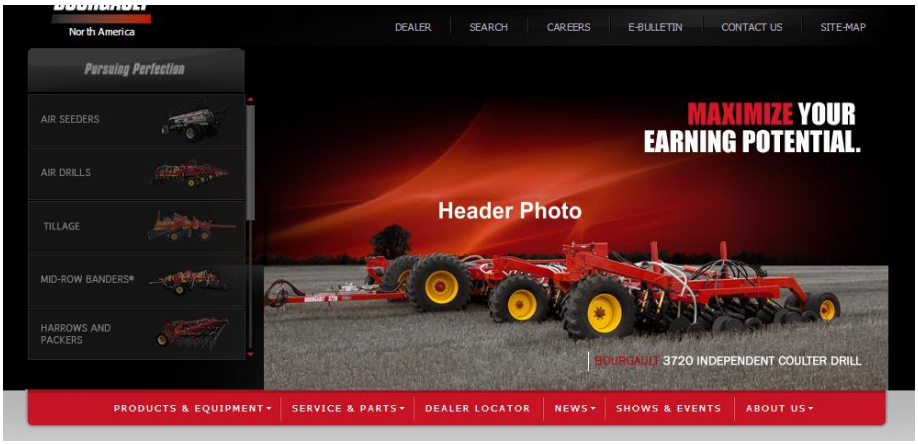
1 Photo – viewed by clicking on thumbnail (First Image – 500kb limit) .....800 x 500 px*
1 Photo Thumbnail (First Image – 50kb limit).....165 x 100 px

2 Photo – viewed by clicking on thumbnail (Second Image – 500kb limit) .....800 x 500 px*
2 Photo Thumbnail (Second Image – 50kb limit).....165 x 100 px

3 Photo – viewed by clicking on thumbnail (Third Image – 500kb limit) .....800 x 500 px*
3 Photo Thumbnail (Third Image – 50kb limit).....165 x 100 px

Important - Thumbnail images need to have an aspect ratio of 1.65 to 1.7 to avoid distortion during display.

Note!
* - This image file is not forced into a predefined size, so variations of size and ratio will not distort image when displayed.

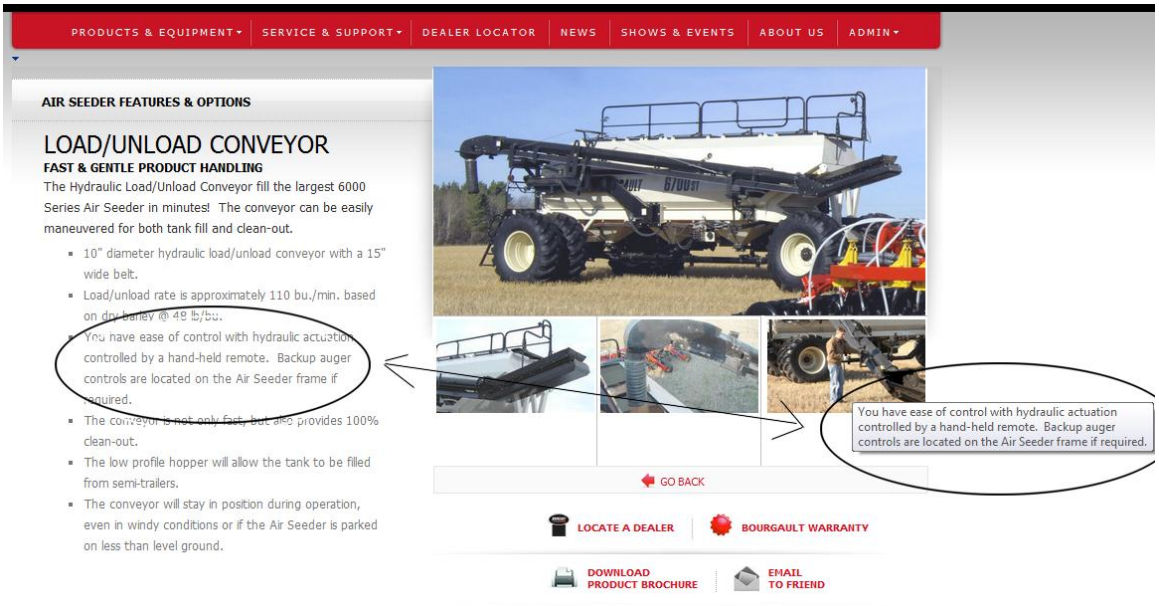


Header Photo – displayed on main page (if selected), rotating..... 680 x 323 px

Images are stored on the Bourgault server **at O:\Advertisting\Photo\Web**

Captions

Add the captions for each of the product images. A suggestion for captions is to use similar or same copy for the text on the product page that is referencing the image. Refer to example below.


PRODUCTS & EQUIPMENT
SERVICE & SUPPORT
DEALER LOCATOR
NEWS
SHOWS & EVENTS
ABOUT US
ADMIN
AIR SEEDER FEATURES & OPTIONS
LOAD/UNLOAD CONVEYOR
FAST & GENTLE PRODUCT HANDLING
The Hydraulic Load/Unload Conveyor fill the largest 6000 Series Air Seeder in minutes! The conveyor can be easily maneuvered for both tank fill and clean-out.
10" diameter hydraulic load/unload conveyor with a 15" wide belt.
Load/unload rate is approximately 110 bu./min. based on dry barley @ 48 lb/bu.
You have ease of control with hydraulic actuation controlled by a hand-held remote. Backup auger controls are located on the Air Seeder frame if required.
The conveyor is not only fast, but also provides 100% clean-out.
The low profile hopper will allow the tank to be filled from semi-trailers.
The conveyor will stay in position during operation, even in windy conditions or if the Air Seeder is parked on less than level ground.
You have ease of control with hydraulic actuation controlled by a hand-held remote. Backup auger controls are located on the Air Seeder frame if required.
GO BACK
LOCATE A DEALER
BOURGAULT WARRANTY
DOWNLOAD PRODUCT BROCHURE
EMAIL TO FRIEND